



**Combined  
Cadet  
Force  
Association**

The Charity Supporting Cadets in Schools

# Contingent Support Officer

## 48\* hours per week. Permanent contract

\*Your conditioned hours of 48 hours per week include additional hours worked at particular times of the year. You will normally work 40 hours per week. Each year you will be required to work 28 days to support camps and residential training. During these activities you will work your additional paid hours.

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<b>Department:</b>	Contingent Support Services	<b>Level:</b>	Band A3
<b>Reporting to:</b>	Partnerships Manager	<b>Location:</b>	Telford, Shropshire HQ Centre West CTT

### Job Description

#### About us

The Combined Cadet Force Association (CCFA) is a charity dedicated to the promotion of the ideals and activities of the Combined Cadet Force in schools.

#### Purpose of the Post

Contingent Support Officers will focus on the development of established CCF(A) Contingents and Sections where necessary but primarily on the new Combined Cadet Force Army (CCF(A)) sections as they establish their procedures, stabilise and start to grow their cadet numbers post pandemic.

The primary focus is to be on developing, mentoring, and nurturing CCF(A) CFAVs, in particular, providing support and guidance to Contingent Commanders and School Staff Instructors in such areas as Westminster input, account management, or training and development.

This is to be achieved by offering timely and accurate advice and by sharing best practice or providing additional support to the contingent leadership team on administrative and training management. The CSO is to be directly involved in the continued growth and development of the CCF(A), to reinforce and underpin the stability then expansion of targeted, weaker CCF(A)s.

### Contingent Support Officer – 16 Dec 2024

Holderness House, 51-61 Clifton Street, London EC2A 4DW.

Registered charity in England, Wales and Northern Ireland (1170994) and in Scotland (SC048021)

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CSOs may also be called upon to support the local Army Cadet Force (ACF) in some training activities as tasked by the Cadet Training Team (CTT) Line Manager.

CSOs are required to drive to individual CCF(A) Sections and Contingents to conduct their core role. They will also be required to drive to numerous locations to deliver training and training assistance at residential activities and courses as specified by the CTT Line Manager. These activities may well be located on MOD/DIO/DTE sites, in either their own or MOD-sourced transport.

### Principal Responsibilities

- Develop strong working relationships within your Cadet Training Team, supporting agencies and the contingent staff within your area of responsibility.
- Conduct visits to schools to provide administrative, logistical, and training support assistance to the CCF(A) leadership team in your allocated CCF(A) schools. Particularly in the Cadet Westminster Information System.
- Support the CCF(A) Contingent or Section Commander with the development and delivery of an inspiring, efficient, and structured contingent training programme in line with the CCF(A) syllabus.
- Support Cadet Force Adult Volunteers (CFAVs) in their development. Key attributes for a CFAV include leadership, teamwork, confidence, and self-reliance.
- Assist in the initial training of CFAVs on both formal courses and through individual bespoke support. This will include mentoring in basic military skills.
- Monitor standards of instruction given to the cadets and mentor CFAVs where required.
- Identify, share, and promote best practice within the Army's Cadets.
- Ensure the Safe System of Training is used for all cadet force activities. Provide the first level safety assurance and act as a subject matter expert on the Army Cadet Safety Management System.
- Attend and support Army Cadet camps, including annual summer camps, residential and weekend training activities. Act as a role model to cadets, young adults and CFAVs.
- Provide support to CCFs for external military visits and inspections. Provide equipment care advice and carry out management checks as required.
- Attend school CCF(A) activities away from school grounds.
- Any other commensurate task as directed by line management.

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<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Methods of assessment</b>
Qualifications and Training	<ul style="list-style-type: none"> <li>• Full Cat B driving licence.</li> <li>• Evidence of continuing personal and professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• L3 Education &amp; Training or equivalent teaching qualification.</li> <li>• CF Skill At Arms Instructor.</li> <li>• ECO qualification such as (SA(M)07).</li> <li>• Range Conducting qualifications such as SA (K) 17, or SA (SR) 07, or SA (LR) 07.</li> <li>• Westminster Trainer.</li> <li>• Adventure training qualifications.</li> </ul>	Application, interview, certificates.
Experience and knowledge	<ul style="list-style-type: none"> <li>• Understanding of military ethos, Army structures and ways of working.</li> <li>• Experience of management information systems (MIS), such as Army Cadet's Westminster system, or similar.</li> </ul>	<ul style="list-style-type: none"> <li>• Current or former CFAV in MoD Cadet Forces.</li> <li>• Experience working in close-knit teams.</li> <li>• Current experience of working within the Army's Cadet Forces.</li> <li>• Experience working with children and young adults.</li> <li>• Previous Military Experience.</li> </ul>	Application, interview, references.
Skills and ability	<ul style="list-style-type: none"> <li>• Demonstrable success in establishing effective working relationships across a range of organisations.</li> <li>• Excellent written and spoken English.</li> <li>• Strong communication skills.</li> <li>• IT Skills – Proficient in MS Office suite (Word, Excel PowerPoint etc).</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work on own initiative within an agreed framework of objectives.</li> </ul>	Application, interview, references.

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